

~~CONFIDENTIAL~~  
*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training  
THROUGH: Deputy Director of Training

DATE: 22 October 1959

FROM : Registrar/TR

SUBJECT: Weekly Activity Report No. 40  
14 October - 20 October 1959I. SIGNIFICANT ITEM:

None

II. OTHER ITEMS:

1. In past years, there has always been some considerable variation in the administrative handling of training programs conducted outside the Washington area by OTR. Example, the [ ] course was handled in the following ways:

a. OTR issued Orders, advances, and underwrote all expenses.

or

b. OTR wrote Orders and each participating Office paid the travel and per diem expenses.

or

c. Each participating Office issued Orders, etc., and underwrote all expenses.

The decision to use a, b, or c was usually based on the other Offices' willingness to pay. OTR's share has come out of our headquarters funds and out of [ ] funds.

At present, we have two courses (ELINT and S & T) involving issuance of orders, with travel and per diem costs for portions of each program. For ELINT, the instructor has asked us to pay all costs; for S & T, we have been asked to pay for the OTR personnel only. I recognize that we don't want to increase our costs, but it appears that OTR loses control over establishing per diem rates and such matters and it would be less expensive and less confusing to consider the expenses incident to visits for our "internal" courses as a valid training cost. I recommend, therefore, that in the best interests of economy and management, DTR establish a policy whereby we handle all of the administration for OTR headquarters courses which are conducted in whole, or part, outside the Washington area.

25 YEAR RE-REVIEW

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**SECRET***1st. name of R/TR's rpt.  
given to PPS.*

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2. The group of employees completing the three-day Training Officer Orientation today brings to 24 the total number of Training Officers, representing 17 different Agency components, who have undergone this training since the program began in July 1958. [ ] is missing the final day because of illness.

3. On 21 November [ ] Acting AD/CR, plans to hold an all day conference on the Philosophy of Document Classification. Electronic data processing will be a major subject on the agenda. This meeting will be attended primarily, if not exclusively, by OCR Analysts and Document Officers from the various Registers. OTR will receive a formal announcement and outline of the program early in November.

4. A draft of an OTR Notice has been prepared on the subject of cancellation or change in dates of OTR courses.

5. In view of certain points advanced by DD/P regarding the role of [ ] and I met with [ ] to try and arrive at a sound position on proposed [ ] Training at Non-CIA Facilities. At this meeting a question was also raised as to the necessity of routing all external training requests through the Office of Security.

[ ] views [ ] features of external training as part of the larger concern about reducing unnecessary administrative procedures which interfere with the effective accomplishment of support functions. He will undertake to discuss, analyze, and get clarification on the above two points and provide us guidance in the final version, we hope, of CIA [ ] [ ] has asked us to hold up revision on the external training request form also.

6. Two of our employees attending full time language programs at FSI ( [ ] and [ ] ) were withdrawn from training this week under quite dissimilar circumstances. [ ] returning to class after several weeks of hospitalization, was encouraged by FSI to withdraw and re-enroll in the January class. The arrangement is agreeable to WH. [ ] directly informed his instructor by telephone that he would attend no more for he had no further use for the language. According to [ ] precipitantly informed [ ] that he wants to be released from NE Division. Our channels with FSI were strained some by Bill's independent action, but we have now smoothed over the situation.

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7. We have received requests for the Civil Service sponsored "Interagency Training Programs":

- a. Electronic Data Processing for Executives
- b. Middle Management Institute
- c. Institute for Employee Development Officers

25X1

The candidate for the latter program is [ ] Intelligence School.

25X1

8. [ ] will attend the AMA Personnel Management Program in New York for the period 26 October - 6 November 1959. Emmett called [ ] to say that Mr. Stewart and Colonel White had recommended that his travel orders authorize, in accordance with regulations, \$25 per day actual expenses in lieu of per diem. This will be accomplished and the order sent to Colonel White for approval. The regulation authorizing this allowance has been in effect for about two years, but this will be the first time that we've used the higher rate with OTR funds.

25X1

9. Normal progress is being made toward a new Catalog and a Long-Term Schedule. [ ] is checking out Catalog narratives with the School Chiefs. She has met with [ ] and is scheduled to meet with [ ] shortly. Meanwhile we have received no reports that the mid-November deadline for submissions of FY 60 course schedules is creating any inconvenience.

25X1

25X1

25X1

25X1

10. [ ] visited the Information Branch to receive a brief run down on awards activity. Until Kay gets her feet on the ground we'll continue to count on Joyce [ ] continued attendance to details to keep us in business at this end. Joyce is one of the most efficient and helpful workers in IAS.

25X1

25X1

11. Marcella talked with [ ] and readily convinced him of the economy in our continuing to use up stocks on hand of Form 1273, Language Proficiency and Awards Data. We'll defer printing the approved revision until stocks are depleted and we see what comes of the LDP in 1960.

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25X1

12. The Filing Workshop announcement was well received within DD/S and [ ] was alerted last week to the possibility of over-subscription. All DD/S Offices will be represented in the 26 October course except the small Commercial Staff. The course will operate at capacity with a considerable number of Comptroller applicants not accommodated this time. OTR had eight applicants - [ ],

25X1

25X1

13. One of our peripheral assignments this week was to furnish [ ] with details on obtaining a Presidential appointment to USNA and the name of the President's Naval Aide.

25X1

DDS

14. During the week 14 October - 20 October 1959, there were 1,014 persons enrolled in OTR conducted training:

356 enrolled in 54 classes ( 9 languages) voluntary

211 enrolled in 44 classes (15 languages) internal

192 enrolled in 9 Intelligence School courses

87 enrolled in 7 Operations School courses

6 enrolled in Training Officer Orientation

46 from other Government agencies (39 in USEFUL)

22 Dependents

79 Junior Officer Trainees

25X1

15 Reserve Officers

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